
 <p>भा.कृ.अनु.प. - खरपतवार अनुसंधान निदेशालय ICAR - Directorate of Weed Research महाराजपुर, अधारताल, जबलपुर - 482004, (म. प्र.), भारत Maharajpur, Adhartal, Jabalpur 482 004 (M.P.), INDIA</p>	 <p>D W R</p>
EPABX : +91-761-2353101, 2353934 Fax : 0761 - 2353129	Gram : WEEDSCIENCE Email : dirdwsr@icar.org.in
F.No. : 3-55/ S&P/2020-21	Dt. : 30-04-2020

प्रति,
To,

विषय:- विभिन्न प्रकार की छपाई कार्य के करने बावत्।
Sub Quotation for Printing Work- reg.

महोदय,
Dear Sir(s)

निदेशक, ख.अनु. निदेशालय की ओर से विभिन्न प्रकार की छपाई कार्य कराने हेतु सील बंद निविदा/आफर पोस्ट के द्वारा आमंत्रित है।

On behalf of the Director of this Directorate, I am to invite your quotation for the Printing work as mentioned below-

विवरण निम्नानुसार ह:-

Sl. No	Printing of Work	Specifications
1	Annual Reports (Hindi/English)	As per list enclosed Annexure -I
2	AICRP Annual Reports (English)	
3	Tran Sandesh (Hindi)	
4	Weed News (DWR Six Monthly News Letter) with envelope	
5	Printing of Posters	
8	Printing of folders (Research/Extensión)	
9	Other Printing work	

नियम एवं शर्तें:- Terms and conditions

- दरों का उल्लेख वस्तु को इस निदेशालय परिसर, महाराजपुर, जबलपुर पहुँचाने तक की होना चाहिए।
The rates should be quoted F.O.R. Destination Directorate DWR, Campus at Maharajpur, Jabalpur.
- सेल्स टेक्स अथवा अन्य टेक्स का स्पष्ट रूप से उल्लेख होना चाहिये यदि टेक्स का उल्लेख नहीं रहता है, तो यह माना जावेगा कि दर्शायी गई दरों में टेक्स सम्मिलित है। इस निदेशालय से कोई 'सी' अथवा 'डी' फार्म जारी नहीं किया जाता है।
Rates of Sales Tax, Service Tax and other taxes liable should be indicated in clear terms separately. Sales Tax Registration Number both under State and Central Tax Act/Rules should be specifically indicated. No 'C' or 'D' form is issued by the Directorate.
- कोटेशन फार्म के साथ फर्म का वैध पंजीयन प्रमाण-पत्र एवं जी.एस.टी नं. संलग्न करे।
Valid registration certificate and GST.
- चयनित एंजेन्सी/ फर्म के द्वारा रु. 50,000/- बतौर सुरक्षा राशि पे आर्डर/डी.डी. जो ICAR UNIT-DWR, Jabalpur के पक्ष में देय हो कार्य आवंटन के पत्र प्राप्ति पर जमा करना होगा साथ ही साथ रु. 100/- के नानजुडिसिपल स्टाम पेपर पर करारनामा निदेशालय एवं फर्म के बीच करना होगा।
An amount of Rs. 50,000/- as security deposit for the contract is to be deposited by the selected agency/successful bidders only after receiving a communication from the Directorate and Agency/contractor has to enter into an agreement on the non dudicial stamp paper wirth Rs. 100/- between the Directorate & the firm.
- बिलों से टी. डी. एस यदि लागू हो तो काटौती निम्नानुसार की जावेगी।
Tax Deduction at Source (TDS), if applicable, will be made from the Bill of your Firm/Agency.

6. दर्शायी गई दरों की वैधता निविदा खोलने की तिथि से कम से कम 90 दिनों तक की होनी चाहिये, दरों में पैकिंग Forwarding एवं ट्रान्सपोर्टेशन चार्ज स्पष्ट रूप से उल्लेख होना चाहिये।
The rates quoted should be valid for 90 days from the date of opening of quotation and it should include packing, forwarding and transportation charges.
7. पूर्ण रूप से पूर्ण सीलबंद निविदा/कोटेशन निदेशालय में रखी निविदा पेट्टी या पोस्ट के द्वारा दिनांक **20.05.2020 दोपहर 2.30 बजे** तक स्वीकार की जावेगी। एवं उसी दिन **शाम 3.00 बजे खोली** जाएगी, जिसमें फर्मों के अधिकृत प्रतिनिधि उपस्थित हो सकते हैं। फर्म इस पर ध्यान दे, कि किसी भी प्रकार अस्पष्ट, मिटी हुई, सफेदी लगी लिखाई नहीं होनी चाहिये, यदि कोई कटिंग अन्य ओवर राईटिंग होती है, तो उसे सत्यापित (उस स्थान पर हस्ताक्षर होना चाहिये) अन्यथा ऐसी दशा में कोटेशन पर कोई विचार नहीं किया जावेगा।
Quotation should be sent in a sealed cover (BY REGD. POST/SPEED POST/COURIER//TENDER BOX DWR Jabalpur) and the covering containing. **Quotation for Printing Work on 20.05.2020 on or before 2.30 pm** Quotation received in an unsealed cover or received after the due date and those which are ambiguous are liable to be rejected. There should be no cutting/overwriting. The cuttings if any should be duly attested. Unattested/ amended/ overwritten figures will not be considered the opening of the tender same date **at 3.00 P.M.** which May Please be mentioned in the tender document please also state the name and address of your Permanent representative if any.
8. सभी मामलों में निदेशक, ख. वि. अनु. निदेशालय का निर्णय अंतिम होगा तथा निविदाकारों को मान्य होगा।
In all matters of dispute, the decision of the Director of this Directorate shall be final and binding on the tender.
9. बिल का भुगतान 30 दिनों में किया जावेगा। चूंकि भुगतान ई-पेमेंट के द्वारा किया जाता है, इसलिए फर्म का बैंक खाता नं. पता एवं आई एफ. सी. कोर्ड बिल में स्पष्ट रूप से उल्लेखित किया जाना चाहिये।
Payment will be made within reasonable time say within 30 days after the certified of works at this Directorate. Since the mode of payment will be e-payment system, hence Bank Account Number, Address and IFSC Code Number of Bank must be mentioned in the bill/invoice.
10. निविदा/कोटेशन में **10,000/-** की राशि बतौर धरोहर **राशि (ई.एम.डी.)** के रूप में एकाऊन्ट पेई डिमान्ड ड्राफ्ट/पे. आर्डर **ICAR UNIT DWR, JABALPUR** के पक्ष में देय हो आवश्यक रूप से निविदा/कोटेशन के साथ संलग्न होना चाहिये। अन्यथा निविदा पर विचार न करते हुये रद्द कर दिया जावेगा। साथ ही टेंडर फार्म रु. 1000/- का डी.डी./पे आर्डर **ICAR UNIT, DWR, Jabalpur** के पक्ष में देय होगा, भुगतान कर, इस निदेशालय के क्य एवं भंडार अनुभाग से प्राप्त किया जा सकता है। या निदेशालय की वेबसाइट www.dwr.org.in से डाउन लोड कर निविदा फार्म के साथ रु. 1000/- का डी.डी./पे आर्डर संलग्न कर इस निदेशालय में प्रस्तुत करें। **निविदा प्रपत्र फीस (टेण्डर फीस) एवं धरोहर राशि (ईएम.डी) की राशि स्माल स्केल इंड्रस्टीज के लिए छूट है। निविदा के साथ वांछित प्रमाण पत्र के संलग्न करना अनिवार्य है ।**
The bid security (EMD) amounting to **Rs. 10,000/-** of the must be submitted along with the bid in form of Demand Draft/Banker's cheque drawn in favour of ICAR UNIT- DWR, JABALPUR otherwise the bid will not be taken into consideration. And also submit the cost of Tender form Rs. 1000/- along with the quotation. **Tender Fee and EMD are exempted for small scale industries. Exemption certificate are essential with tender.**
11. निदेशक, ख. वि. अनु. निदेशालय के पास यह अधिकार सुरक्षित है, कि कोई भी निविदा/कोटेशन को स्वीकार अथवा अस्वीकार बिना किसी कारण के किया जावेगा।
This Directorate reserves the right to reject any or all the quotation(s) received without assigning any reason thereof.
12. किसी भी प्रकार के पत्राचार अधोहस्ताक्षरकर्ता के पद नाम से ही किया जावे न कि उसके नाम से।
All communication must be addressed to the undersigned by DESIGNATION ONLY and not by name.
13. किसी भी प्रकार का विवाद जबलपुर न्यायलय (Jurisdiction) के अधीन रहेगा।
All disputes subject to Jabalpur Jurisdiction only.
14. सेवाएँ संतोषजनक पाये जाने पर रेट-कान्ट्रैक्ट की अवधि उसी नियम व शर्तों के अनुसार आपसी सहमति से निर्धारित अवधि तक बढ़ाई जा सकती है।
Contract period can be extended on the same rates and term & condition if services found satisfactory.

Sl	Particulars		
1.	Cost of paper 90 GSM glossy art paper size 8.5"x11"		
2.	Cost of paper 90 GSM matt paper art paper size 8.5"x11"		
3	Cost of paper 90 GSM glossy art paper size 7.25"x9.5"		
4.	Cost of paper 90 GSM matt paper art paper size 7.25"x9.5"		
5.	Cost of paper 90GSM glossy art paper size 5.5"x8.5"		
6.	Cost of paper 90GSM matt paper art paper size 5.5"x8.5"		
7.	Cost of paper 90 GSM glossy art paper size 6"x8.5"		
8.	Cost of paper 90 GSM matt paper art paper size 6"x8.5"		
9.	Cost of paper 100 GSM glossy art paper size 8.5"x11"		
10.	Cost of paper 100 GSM matt paper art paper size 8.5"x11"		
11	Cost of paper 100 GSM glossy art paper size 7.25"x9.5"		
12	Cost of paper 100 GSM matt paper art paper size 7.25"x9.5"		
13	Cost of paper 100 GSM glossy art paper size 5.5"x8.5"		
14	Cost of paper 100 GSM matt paper art paper size 5.5"x8.5"		
15	Cost of paper 100 GSM glossy art paper size 6"x8.5"		
16	Cost of paper 100 GSM matt paper art paper size 6"x8.5"		
17	Cost of paper 115 GSM glossy art paper size 8.5"x11"		
18	Cost of paper 115 GSM matt paper size 8.5"x11"		
19	Cost of paper 115 GSM glossy art paper size 7.25"x9.5"		
20	Cost of paper 115 GSM matt paper art paper size 7.25"x9.5"		
21	Cost of paper 115 GSM glossy art paper size 5.5"x8.5"		
22	Cost of paper 115 GSM matt paper art paper size 5.5"x8.5"		
23	Cost of paper 115 GSM glossy art paper size 6"x8.5"		
24	Cost of paper 115 GSM matt paper art paper size 6"x8.5"		
25	Cost of paper 130 GSM glossy art paper size 8.5"x11"		
26	Cost of paper 130 GSM matt paper art paper size 8.5"x11"		
27	Cost of paper 130 GSM glossy art paper size 7.25"x9.5"		
28	Cost of paper 130 GSM matt paper art paper size 7.25"x9.5"		
29	Cost of paper 130 GSM glossy art paper size 5.5"x8.5"		
30	Cost of paper 130 GSM matt paper art paper size 5.5"x8.5"		
31	Cost of paper 130 GSM glossy imported art paper size 6"x8.5"		
32	Cost of paper 130 GSM matt paper art paper size 6"x8.5"		
33	Cost of paper 150 GSM glossy art paper size 8.5"x11"		
34	Cost of paper 150 GSM matt paper art paper size 8.5"x11"		
35	Cost of paper 150 GSM glossy art paper size 7.25"x9.5"		
36	Cost of paper 150 GSM matt paper art paper size 7.25"x9.5"		
37	Cost of paper 150 GSM glossy art paper size 5.5"x8.5"		
38	Cost of paper 150 GSM matt paper art paper size 5.5"x8.5"		
39	Cost of paper 150 GSM glossy art paper size 6"x8.5"		
40	Cost of paper 150 GSM matt paper art paper size 6"x8.5"		
41	Cost of paper 170 GSM glossy art paper size 8.5"x11"		
42	Cost of paper 170 GSM matt paper art paper size 8.5"x11"		
43	Cost of paper 170 GSM glossy art paper size 7.25"x9.5"		
44	Cost of paper 170 GSM matt paper art paper size 7.25"x9.5"		
45	Cost of paper 170 GSM glossy art paper size 5.5"x8.5"		
46	Cost of paper 170 GSM matt paper art paper size 5.5"x8.5"		
47	Cost of paper 170 GSM glossy art paper size 6"x8.5"		
48	Cost of paper 170 GSM matt paper art paper size 6"x8.5"		
49	Cost of paper 210 GSM glossy art paper size 8.5"x11"		
50	Cost of paper 210 GSM matt paper art paper size 8.5"x11"		
51	Cost of paper 210 GSM glossy art paper size 7.25"x9.5"		
52	Cost of paper 210 GSM matt paper art paper size 7.25"x9.5"		
53	Cost of paper 210 GSM glossy art paper size 5.5"x8.5"		
54	Cost of paper 210 GSM matt paper art paper size 5.5"x8.5"		
55	Cost of paper 210 GSM glossy art paper size 6"x8.5"		
56	Cost of paper 210 GSM matt paper art paper size 6"x8.5"		
57	Cost of paper 250 GSM glossy art paper size 8.5"x11"		
58	Cost of paper 250 GSM matt paper art paper size 8.5"x11"		
59	Cost of paper 250 GSM glossy art paper size 7.25"x9.5"		
60	Cost of paper 250 GSM matt paper art paper size 7.25"x9.5"		
61	Cost of paper 250 GSM glossy art paper size 5.5"x8.5"		

62	Cost of paper 250 GSM matt paper art paper size 5.5"x8.5"		
63	Cost of paper 250 GSM glossy art paper size 6"x8.5"		
64	Cost of paper 250 GSM matt paper art paper size 6"x8.5"		
65	Cost of paper 300 GSM glossy art paper size 8.5"x11"		
66	Cost of paper 300 GSM matt paper art paper size 8.5"x11"		
67	Cost of paper 300 GSM glossy art paper size 7.25"x9.5"		
68	Cost of paper 300 GSM matt paper art paper size 7.25"x9.5"		
69	Cost of paper 300 GSM glossy art paper size 5.5"x8.5"		
70	Cost of paper 300 GSM matt paper art paper size 5.5"x8.5"		
71	Cost of paper 300 GSM glossy art paper size 6"x8.5"		
72	Cost of paper 300 GSM matt paper art paper size 6"x8.5"		
73	Cost of paper 350 GSM glossy art paper size 8.5"x11"		
74	Cost of paper 350 GSM matt paper art paper size 8.5"x11"		
75	Cost of paper 350 GSM glossy art paper size 7.25"x9.5"		
76	Cost of paper 350 GSM matt paper art paper size 7.25"x9.5"		
77	Cost of paper 350 GSM glossy art paper size 5.5"x8.5"		
78	Cost of paper 350 GSM matt paper art paper size 5.5"x8.5"		
79	Cost of paper 350 GSM glossy art paper size 6"x8.5"		
80	Cost of paper 350 GSM matt paper art paper size 6"x8.5"		
81	Binding /copy of pages 100 /200/300/400 pages :		
	Thread Binding		
	Side Wire Stitching Binding		
	Glue Binding		
	Wire Binding		
	Hard Bound Binding		
82	Dye Embossing		
	Spiral Binding		
	Central Stitching Binding		
83	Lamination :		
	Matt Lamination/ page for different size 8.5"x11", 7.25"x9.5", 5.5"x8.5", 6"x8.5"		
	Gloss// page for different size 8.5"x11", 7.25"x9.5", 5.5"x8.5", 6"x8.5"		
	U.V. / page for different size 8.5"x11", 7.25"x9.5", 5.5"x8.5" 6"x8.5"		
84	Composing		
	Cost of composing /page (Text) inner Page (A-4 size)		
	Cost of Cover page designing (A-4 size)/page		
85	Cost of printing matter in: Single colour Double colour Multicolour		
86	Rate of deputed person for editing/visit for correction of proof at DWR (Computer facility will be provided by DWR)		

Note: terms & Conditions:

- 1 Firm must enclose paper sample, printed sample and binding's sample.
- 2 Since printing of a brochure/book/poster/folder is a complete job including the cost of papers/CTP/Composing/lamination and bindings. Therefore, it is not possible to give separate job to separate lower quote for separate items asked in the tender. Hence, a firm which rates are lower in more than 75% cases will be qualified for awarding the job of printing.
- 3 Minimum three B/w proofs of printing materials are required.
- 4 Final proof (color) for proof reading and to see the quality of photographs.
- 5 Minimum three cover page designs are required for selection of final cover design.
- 6 Final soft copy is required for official purpose.
- 7 On demand, an expert person should be deputed by the qualified firm for the correction of edited job at DWR.

ANNEXURE – II**Essential Basic Information**

1	Name of the Firm/Agency	
2	Full address with Tele./Mob. No., Fax No., e-mail	
3	Details of Tender Fee & EMD (DD/No., date, Name of the Bank/Branch)	
4	Registration Certificate of the Firm/Company	
5	GST Registration no.	
6	I.T. PAN No./ TIN No.	
7	Proprietary Certificate /Authorized dealer certificate	
8	Bank Details	
	Name of the Account Holder /firm/ Company (Payee's Account Name)	
	Nature of Account (saving/current)	
	Name of the Bank	
	Bank Account No.	
	Branch Address	
	IFSC Code of Bank/Branch	
9	Check List	

Date
Place

Name of the Authorized Signatory
Stamp & Signature